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City of Riverside  
City Clerk's Office

## City of Riverside Administrative Manual

Effective Date: 07/2009  
 Review Date: 07/2012  
 Prepared by: City Clerk

Approved: \_\_\_\_\_

Department

City Manager

**SUBJECT:****Board and Commission Meetings and Distribution of Minutes****PURPOSE:**

To provide guidance for preparation and distribution of minutes of Board, Commission and City Council appointed committee meetings.

**POLICY:**

The heads of departments with Boards, Commissions or City Council appointed Committees are responsible for preparing, distributing and maintaining files of minutes of the meetings of these groups.

**PROCEDURE:**

Responsibility	Action
Department Head	<ol style="list-style-type: none"> <li>1. Assures that minutes are taken at all Board and Commission meetings and at City Council appointed Committee meetings when it is deemed necessary.</li> <li>2. Distributes minutes prior to the next scheduled meeting. Minutes for the Planning Commission shall be distributed no later than 20 working days following the meeting.</li> <li>3. Forwards one copy of each Board, Commission and City Council appointed Committee minutes to the Mayor and City Council, and electronically to the City Clerk, City Manager, and affected departments.</li> <li>4. Maintains a complete file of all Board, Commission and City Council appointed Committee proceedings for which the department is responsible.</li> </ol>